

September 6, 2011

Carolyn Small
Postsecondary Approval and Registration Administrator
Iowa College Student Aid Commission
200 10th Street, Fourth Floor
Des Moines, Iowa 50309

Dear Ms. Small:

This letter serves as a record of Jones International University's student record retention policy, as requested in the Application for Approval and Registration of Postsecondary School.

As Registrar of Jones International University (the "**University**"), I provide leadership, innovation, and oversight for the development, implementation and management of activities related to transcript evaluation, student registration, academic scheduling, the processing and reporting of grades, degree audits for certification and graduation, academic records, and transcript generation. Accordingly, I am responsible for the maintenance of all student records.

With regard to student record retention, the University is subject to the policy passed by the Colorado Division of Private Occupational Schools, which is included in this application as Appendix #7B. This policy, which specifically refers to a school's closure procedure, outlines the requirement for a University to store student records for at least six years and requires that the following information appear on the records: 1) the student's name, 2) title of course or program, 3) total number of hours, 4) dates of enrollment, 5) grade record of each course, and 6) cumulative grade for the program. The University complies and will continue to comply fully with this policy, or find an equivalent alternative to store and protect its records.

Thank you for your assistance and consideration. Please contact me if you require further information.

Adam Kail
Registrar